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SUMMARY OF QUALIFICATIONS

Relationship Management

- Leverage extensive admissions and career counseling experience to guide high school and college students, parents, college counselors, and alumni with a special focus on underrepresented populations
- Build strategic relationships across all organizational levels
- Provide customized support and facilitate connections to myriad resources

Leadership and Strategic Planning

- Assess current practices and identify opportunities for growth; develop practical solutions to deliver results
- Demonstrate a responsive, efficient, communicative, and collaborative approach

Program Development and Management

- Develop programs from conception through implementation and delivery for experiential learning, peer advising, and mentorship opportunities
- Maximize resources to promote, brand, and recruit for new and existing programs

EDUCATION ADMINISTRATION EXPERIENCE

Bates Career Development Center Lewiston, ME

Associate Director

2014 – Present

Assistant Director/Career Counselor

2010 – 2014

- Manage career advising load of 500+ student and alumni appointments per academic year; deliver customized guidance in career exploration, resume and cover letter development, industry research, networking, professional etiquette, interview preparation, self-assessment instruments
- Lead the design and delivery of targeted programming to engage first year students and sophomores in the early phases of career exploration, yielding a 220% increase of engagement in three years
- Conduct creative outreach to students with a highly diverse range of interests and needs, with an emphasis on multicultural and international students
- Developed and launched Career Development Fellow (CDF) peer advising program; increased applications by 147% and annual new hires by 33% since establishing the program in 2011; select, train, and supervise CDFs in their leadership roles; devised performance development framework
- Collaborate closely with Bates trustees, faculty, advancement staff, and employers to manage and expand breadth of the Bates in Asia internship program
- Co-led the development and launch of a pilot entrepreneurship speaker series that featured five keynote presentations in one semester

Bates College Admissions Office Lewiston, ME

1994 – 2002

Associate Dean of Admissions/Coordinator of International Recruitment

- Promoted twice in five years to progressively responsible positions from *Admissions Counselor* role
- Specialized in international and multicultural recruitment; contributed directly to increase of international applications by 67% and international student enrollment by 167% in eight years
- Proposed and received approval for establishing and managing a regional liaison office for the college in Asia; served as *International Admissions Representative* from 1996 – 1998

- Contributed to all aspects of the admissions process including the development and implementation of on/off-campus recruitment and yield strategies, global and domestic territory management, application evaluation, interviewing candidates, conducting group information sessions, overseeing areas of office operations, developing and editing publications, event planning, research and data analysis, informal student advising
- Collaborated closely with staff, faculty, students and alumni to implement global recruitment strategies

Chinese American Friendship Association of Maine (CAFAM) Chinese School Portland, ME

Steering Committee Member: Fundraising Coordinator/Secretary 2006 – 2011

- Spearheaded fundraising efforts for non-profit organization; proceeds increased by more than 50% in five years
- Collaborated with colleagues to assist with curriculum, budget, staffing, enrollment and special events

Maine School Administrative District 51 Cumberland, ME

English as a Second Language (ESL) Tutor 2009 – 2010

- Facilitated in-class academic and social support for English language learners (ELLs)
- Collaborated with teachers to provide learning strategies and tools for use in class and at home

Classroom Volunteer 2006 – 2010

- Developed and delivered age-appropriate presentations on Chinese language, culture and traditions
- Supported elementary school teachers and students in literacy, math and technology classes

EDUCATION AND CERTIFICATIONS

Strong Interest Inventory® certification 2012

Myers-Briggs Type Indicator® (MBTI®) certification 2012

Global Career Development Facilitator (GCDF) certification 2011

Middlebury College Middlebury, VT

Bachelor of Arts, *cum laude* in East Asian Studies; awarded departmental high honors 1991

- Selected for Charles A. Dana Scholarship Award for academic achievement and leadership
- Invited to complete Honors thesis

Advanced Chinese Summer School Program 1989

University of Hong Kong Hong Kong

Spring 1990

Taipei Language Institute Taipei, Taiwan

Fall 1989

SKILLS AND INTERESTS

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- Proficient in Microsoft Office suite; Symplicity™ and Experience™ recruiting platforms
 - Serve as Advisory Board Member for Peak-Careers Consulting
 - Developed and launched Maine Career Development Association Mentor-Mentee program
 - Longstanding commitment to volunteer and community involvement
 - Basic fluency in Mandarin Chinese and Cantonese dialects
 - Extensive travel and work experience throughout Asia, Europe and the U.S.
 - Avid runner and yoga student; keen interest in literature, world cuisines, and travel